



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

KY VETERANS CTR SOCIAL WKR PROG SUPV

Job Number: 20001119

Job Code: 62060V161016

Job Group: 6200 - HUMAN SERVICES

Job Established: 11/16/1990

Job Revised: 10/16/2016

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages and administers all social work programs for a Kentucky Veterans Center. Supervises social service workers; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

Must have three years of professional experience in social work in a medical or health care environment.

Substitute EDUCATION for EXPERIENCE:

A master's degree in social work, sociology or psychology will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be a Licensed Social Worker. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Maintains social services policies and programs coordinated within the facility. Responsible for assessing and documenting the medically related social service needs of the residents upon admission. Develops a psychosocial assessment based on interviews with the resident, resident's family, physician, clergy, social worker and/or others familiar with the case. Makes a determination of social service needs and the care and treatment services necessary to meet these requirements. Maintains accurate and current records of all pertinent social information, actions taken to meet social service needs and recommendations from all care providers. Develops and conducts in service training and education classes for the residents and staff. Acts as liaison with Social Security Administration, Veterans Administration and other outside agencies providing support. Responsible for maintaining current information about the benefits, rules and regulations governing nursing home care. Coordinates and supervises the work of social services personnel. Recruits, interviews and selects qualified personnel. Alters staffing patterns as necessary to maintain full coverage and quality care. Prepares clinical and statistical reports as requested by the administrator or medical director.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.